

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Human Resources Team Leader****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Participates in the mission of the Human Resource department by leading a team of Human Resource generalists. Administers programs and activities in a variety of areas, and participates in strategic planning. Ensures compliance with employment law and City policies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Serves as lead for Human Resource generalists by ensuring activities are aligned with departmental goals and objectives, assisting with decision making, assigning work, ensuring the availability of resources and timely completion of tasks, evaluating team members' performance, providing support and guidance, and assisting with team development activities.
2	S	Acts as a consultant to assigned departments by staying informed of business strategies and operations, reviewing proposed strategies, advising on procedural issues, conducting investigative hearings, performing classification reviews, recommending action, responding to pay administration inquiries, and coordinating recruitment issues with other departments.
3	S	Facilitates change by assisting with strategic planning, analyzing policies and making recommendations, preparing reports, and preparing information regarding city policies or projects for employees and the media.
4	S	Assists departments by investigating and reporting computer problems, making recommendations for tracking and reporting position information, and providing training for personnel on human resource subjects.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in Human Resources.
Certifications and Other Requirements	Valid Driver's License. SPHR within one year of appointment.
Reading	Work requires the ability to read various reports, policies and procedures, correspondence, legislation, professional publications, and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and statistical analysis.
Writing	Work requires the ability to write various reports, recommendations, performance evaluations, policies and procedures, correspondence, and employment advertisements.
Managerial	Managerial responsibilities include planning and overseeing team activities and programs.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, meetings, copier, fax machine
Sitting	F	Computer, desk work, answering telephones, meetings, driving, reviewing reports
Walking	F	Inter-office, to/from meetings, to/from office equipment, site visits
Lifting	O	Computers, boxes, supplies, files
Carrying	O	Computers, boxes, supplies, files
Pushing/Pulling	O	Chairs, tables, doors, file cabinet drawers
Reaching	O	Shelves, files, office supplies
Handling	O	Equipment, boxes, files, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad, typewriter
Kneeling	R	Accessing files
Crouching	R	Accessing files
Crawling	N	
Bending	O	Accessing files
Twisting	O	To/from computer to desk, to/from computer to telephone, during test processes
Climbing	O	Ladders, stairs
Balancing	O	Ladders, stairs
Vision	C	Computer, desk work, writing, reading, observations, field work, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, supervisors, directors, attorneys, applicants, analysts, coordinators, meetings, presentations
Talking	F	Telephone, co-workers, staff, supervisors, directors, attorneys, applicants, analysts, coordinators, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Telephone, computer, printer, copy and fax machines, typewriter, calculator, tape recorder, overhead projector, VCR / monitor, stop watch, tape measure, office supplies, standard Microsoft Windows and Office software, PeopleSoft, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, reflective safety vest - some on-site jobs

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)